

# U.S. Department of Labor

Employment and Training Administration  
Sam Nunn Atlanta Federal Center  
Room 6M12 - 61 Forsyth Street, S.W.  
Atlanta, Georgia 30303



March 30, 2004

SWA ISSUANCE NO. 04-03

SUBJECT: Planning Guidance for Reemployment Services Allotments for Program Year (PY) 2003 Allotments

1. Purpose. To provide guidance for the Reemployment Services allotments for PY 2003 announced in Training and Employment Guidance Letter (TEGL) No. 23-02.
2. References. TEGL 23-02: Workforce Investment Act (WIA) Allotments for PY 2003; Wagner-Peyser (W-P) Act Planning Estimates for PY 2003; Reemployment Services Allotments for PY 2003; Workforce Information Grants to States for PY 2003; and the W-P Act, as amended, Section 3 (29 U.S.C. 49b) and Section 7 (e) (29 U.S.C. 49f).
3. Background. In PY 2001 and PY 2002, Congress appropriated \$35 million each year to States to provide direct services to Unemployment Insurance (UI) claimants. These funds were in addition to W-P Act state allotments and were to be used to enhance and target reemployment services to UI claimants through the One-Stop Career Centers. States are currently providing reemployment services using these funds in accordance with approved State plans.
4. Funding for Reemployment Services in PY 2003. In PY 2003, Congress made funds available for Reemployment Services in the Consolidated Appropriations Resolution Act (Public Law 108-7). This appropriation incorporated a Congressional across-the-board reduction of 0.65 percent to all Fiscal Year 2003 Employment and Training Administration discretionary programs. Therefore, the total funds available for PY 2003 are \$34,772,500, a reduction of \$227,500 from PY 2002. The allotment figures for the distribution of funds for each State for PY 2003 were contained in TEGL 23-02. As in previous years, these funds are to supplement W-P Act allotments and, thereby, increase the services to UI claimants over and above regular services.
5. State Distribution Formula. Allocations of Reemployment Services funds were determined on the basis of each State's share of UI first payments with every State receiving a minimum of \$215,000. PY 2003 State allotments will differ from PY 2002 due to the across-the-board reduction and differences in UI first payment activity. Funding allotments by State were published in TEGL 23-02. The funds must be expended in accordance with the W-P Act and regulations, the approved State Reemployment Services Plan, and consistent with the State's WIA/W-P Five-Year Strategic Plan.
6. Use of the Reemployment Services Funds. Planning guidance for PY 2003 remains the same as that provided in TEGL 3-02. Funds are to be used to improve the quality and the quantity of Reemployment Services for UI claimants, building on existing initiatives and targeting the funds where they are needed to produce the most positive outcomes.

- The funds are to be used, primarily, to enhance direct service delivery to UI claimants;
- States are encouraged to use these funds on strategies that link call centers to all of the available reemployment services in their One-Stop Career Centers to ensure that UI claimants receive the services necessary to return them to the workforce using the most effective methods available;
- Services provided must be integrated into the One-Stop Career Center workforce delivery system to ensure maximum benefits for UI claimants; and
- States must also integrate the Reemployment Services Program with One-Stop Career Center partners to provide a full range of seamless services to UI claimants. It is especially important for Employment Service, UI, and WIA Title I entities to work together to provide the necessary services to UI claimants enabling as many of them as possible to return to the workplace before exhausting their benefits.

7. Grant Procedures. Funds are being provided to the designated State Workforce Agencies (SWAs) for provision of reemployment services to UI claimants and are to be administered in accordance with the approved State Plan. Services must be consistent with the instructions in this SWA Issuance. Grantees must submit a PY 2003 plan to the regional office for formal acceptance. The PY 2003 plan may be an updated PY 2002 plan or a copy of the currently approved plan narrative. In addition to the plan, grantees must submit a Standard Form (SF)-424 application form (July 2003 version) and a transmittal letter. A copy of the July 2003 version of the SF-424 form may be obtained from the ETA Web site's Grants and Contracts section at <http://wdsc.doleta.gov/sga/forms/form424.pdf>.

8. Program Plan Approval. The regional office will review, negotiate changes (where appropriate), and approve the plan and/or plan modifications, if appropriate. The regional office will issue an approval letter, with a copy of the approved plan, to the SWA and a copy of the approval letter and plan to the Grant Officer and the OWI/USES/ALMIS, 200 Constitution Avenue, N.W., Room S4231, Washington, D.C., 20210, Attention: Gene Tichenor.

9. Program Report. SWAs are required to submit a program narrative performance report for PY 2003 using ETA Form 9100. The PY 2003 report is due on September 30, 2004. SWAs should report all activity and compare accomplishment of planned performance goals, including the goals established by the SWA, with the attainment of the performance indicators, including State goals identified in the program plan. The report should include an explanation of problems or delays as well as corrective action plans and resulting outcomes. States are encouraged to report any costs savings, especially those to the UI Trust Fund, occurring as a result of the Reemployment Services Program grants.

10. Financial Report. SWAs must report quarterly expenditures separately, for each program year fund allotment, by direct data entry of SF-269 into the Web-based Enterprise Information Management System. Reports must be submitted in accordance with guidance provided in TEGl No. 17-00, "Automation of SESA Standard Form 269 Financial Reporting." Following the instructions in TEGl No. 17-00, Section 4, provide appropriate contact information for data entry and data certification for reemployment services. If reemployment services will be added to a SWA Contact Information Listing (Attachment II of TEGl No. 17-00) already submitted per instruction in TEGl No. 17-00, resubmit that listing and identify as revised. As with all other

SF-269 reporting, the data must be entered, electronically, into the system within 30 days after the end of each quarter.

11. OMB Approval. Compliance with these reporting requirements is required to receive Reemployment Services grants. However, SWAs are not required to respond to report requests unless the report form displays an OMB approval number. Public reporting burden for this collection of information is estimated to average 56 hours for two reports per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this collection of information including suggestions for reducing this burden, send them to the U.S. Department of Labor, U.S. Employment Service/ALMIS, Room S4231, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (Paperwork Reduction Project 1205-0424).

12. Action Required. SWAs should submit the information indicated in this issuance to the Regional Administrator by April 30, 2004. Extensions may be granted if necessary.

13. Inquiries. Questions regarding Reemployment Services Grants should be directed to the appropriate Federal Project Officers (FPOs) or Eugene Caso, Office of System Performance, at (404) 562-2119. Grant processing questions should be directed to Stephen Dean, Office of Systems Support, at (404) 562-2095.

14. Expiration Date. December 31, 2004.

*Helen N. Parker*

HELEN N. PARKER  
Regional Administrator